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NATIONAL STANDARDIZATION: TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS

Toponymic guidelines for map and other editors: Federal Republic of Germany (second edition)

Paper submitted by the Federal Republic of Germany**

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Summary

The first edition of "Toponymic guidelines for cartography: Federal Republic of Germany" was published in 1981 and submitted as Working Paper No. 11 to the United Nations Group of Experts on Geographical Names at its ninth session, in New York, in 1981.

The second edition of "Toponymic guidelines" has been revised in conformity with experience gained, and with the recommendations made by the United Nations Conferences on the Standardization of Geographical Names, as well as with the results presented by the Group of Experts.

Examination and improvement cover all parts of the guidelines. Precision and enlargement have been made as a consequence of the reunification of Germany in October 1990. A supplement to the Gazetteer, Federal Republic of Germany is in preparation, including the geographical names of the Länder Brandenburg, Mecklenburg-Vorpommern, Sachsen, Sachsen-Anhalt, Thüringen, and the eastern part of Berlin. A great number of geographical names are actually changed within these Länder and the administrative organization, in particular those of the Kreise and communes, are actually being redefined.

Therefore, this edition of the "Toponymic guidelines" informs the user on how he may receive more information on changes and added geographical names within Germany.

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Annex 1: Map of the administrative structure of the Federal Republic of Germany
Annex 2: Administrative structure of Berlin

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1 Languages

1.1 General remarks

The official language in the Federal Republic of Germany is German in its standard form.
Danish and Sorbian have the status of minority languages. Danish exists only at the northern frontier strip of Schleswig-Holstein. Sorbian is spoken by Sorbs living in certain regions of Brandenburg and Saxony along the border with Poland.

Although the Frisian language is a West Germanic language of its own, it has in the practice of land surveying only the character of a dialect to which German as standard language is assigned to.

Dialects are also spoken in nearly every German landscape or region. In the standardisation of geographical names the dialect terms of geographical features have been and are being considered on principle, but the tendency towards standard spellings predominates strongly. The dialect spelling of geographical names has in most cases only regional effects. At present the degree of adaption to the standard language differs considerably in the various landscapes and regions.

1.2 The German alphabet

The German alphabet is written in Roman characters and has the following 26 letters:

Letter	Pronunciation	Letter	Pronunciation
a A, ä Ä	a:	n N	en:
b B	be:	o O, ö Ö	o:
c C	tse:	p P	pe:
d D	de:	q Q	ku:
e E	e:	r R	er:
f F	ef:	s S, ß	es:
g G	ge:	t T	te:
h H	ha:	u U, ü Ü	u:
i I	i:	v V	fau:
j J	jot:	w W	ve:
k K	ka:	x X	iks:
l L	el:	y Y	'ypsilon
m M	em:	z Z	tset:

The letters ä Ä, ö Ö and ü Ü are called umlaut letters. In alphabetical lists they are treated like the corresponding simple letters a, o, and u. Occasionally, particularly in older publications, in library catalogues, in registers of the Federal Postal Administration, in directories, and computers outputs, the umlaut letters ä, ö and ü are treated like ae, oe, and ue. The letter combinations ae, oe, and ue are, irrespective of their pronunciation, treated like a + e, o + e and u + e.

The special letter ß ("strong s") exists only in small letters. In capitalized words ß is, as a rule, substituted by SS. In case of possible misunderstandings ß can also be substituted by SZ. In the alphabetical order ß is treated like ss.

The vowel combinations au, eu, äu, ei and ai are diphthongs (compound vowel sounds); they cannot be split.

1.3 General rules

The spelling of the geographical names within the Federal Republic of Germany complies in general with the actual German spelling rules as they are given in the standard work DUDEN, Rechtschreibung der deutschen Sprache, Band 1, DUDENVERLAG Mannheim/Leipzig/Wien/Zürich, recent edition (actually the 20th edition, revised and completed, 1991).

But the spelling of the geographical names does not always observe the actual rules of the German orthography. There are cases of old spellings which have been conserved, or regional spellings have been accepted.

Example: Thüringen
Frankenthal
Coblenz, Koblenz, Koblentz
Freyburg/Unstrut
Gaarz, Garz, Gartz.

The officially standardized spelling of place names differs relatively often from the spelling rules. Irregularities exist above all with the problem to write names in two or more words or in one word and with the use of hyphens.

Examples: Alt Ruppin, Neuruppin, Neu-Isenburg
Groß Ziethen, Großziethen, Groß-Ziethen
Wendisch Rambow, Wendischbora, Wendisch-Cunnersdorf.

Ancient, regional spellings of geographical dialect names differ also sometimes from the spelling rules.

Examples: Fehn, Fenn, Venn
Haardt, Hart, Hardt
Struth, Strutt, Strut
Wiek, Wieck, Wyck.

These (often ancient) spellings of geographical names, in particular the standardized place names, may not be altered.

1.3.1 Spelling letter-for-letter

The letters of the German alphabet shall not be deformed. This applies particularly to the small letter ß which can normally not be substituted by ss.
For the official spelling, the umlaut letters ä, ö and ü shall not be changed into ae, oe, and ue (see 1.2).
When three "S" meet in a name, none shall be dropped. In other geographical names it makes sense to write them with a hyphen.

Examples: GROSSSÖLK
MESSSTETTEN
SCHLOSS-STRASSE.

1.3.2 Capitalization

1.3.2.1 Each word as a component of a compound geographical name (adjectives, participles, pronouns) is written with a capital first letter, also after a hyphen or a oblique stroke. This also applies to -isch derivatives.

Examples: Altes Land
Deutsche Bucht
Holsteinische Schweiz
Oder-Havel-Kanal
Hessisch Lichtenau.

1.3.2.2 The geographical names with -er derivatives are written with a capital first letter.

Examples: Allgäuer Alpen
Lüneburger Heide
Magdeburger Börde.

1.3.2.3 Articles and prepositions as official parts of proper names are written with a capital first letter, even when they are not at the beginning of the name.

Examples: Landschaft Der Werder
Stadion Am Luftschiffhafen.

1.3.3 Use of small initial letters

1.3.3.1 Small letters are used for articles, prepositions and conjunctions which are not at the beginning of the name and, without definition, are not an official part of proper names.

Examples: Altbernsdorf auf dem Eigen
Holzhausen an der Haide
Frankfurt am Main
Unter den Linden.

1.3.3.2 When geographical names are derived from noble titles the preposition "von" is written in small letters in case the christian name(s) of the personality concerned are part of the name; in all the other cases it is written with a capital first letter.

Examples: Heinrich-von-Kleist-Straße
but: Von-Kleist-Straße.

1.3.4 Spelling in one word

1.3.4.1 Geographical names of several components are written in one word if they are real compounds and the composition is clear.

Examples: Elbsandsteingebirge
Alpenvorland
Chiemsee
Wilhelmshaven.

1.3.4.2 Geographical names with combined with Alt-, Neu-, Groß-, Klein-, Ober-, Unter-, Nieder-, Mittel-, Zentra-, Haupt-, Neben-, and others are written in one word (except for officially prescribed spellings of place names).

Examples: Oberpfalz
Niederlausitz
Neustadt.

1.3.4.3 Compound geographical names with preceeding denominations for directions, simple names of persons, and numerals are written in one word.

Examples: Ostfriesland
Napoleonstein
Wallensteingraben
Dreilinden

1.3.4.4 One word is used for compound geographical names having an s or the combination -es between the primary word and the determinative element.

Examples: Landeskrone
Inselsberg
Teufelsmauer

1.3.4.5 Compound geographical names with a determinative element ending with -er are written in one word (cf. 1.3.2.2 and 1.3.5.1).

Examples: Siegerland
Steigerwald
Oderbruch.

1.3.5 Spelling in separate words

1.3.5.1 Separate words are used if geographical names of several parts represent real groups of words and the first part
- is an uninflectible derivative of a geographical name ending with -er,

Examples: Oberpfälzer Wald
Dammer Berge
Darßer Ort
Kummerower See;

(but geographicalal names ending with -er are written in one word, cf. 1.3.4.5). In the German-speaking Switzerland and in Austria this derivative is in some cases written in one word

together with the basic component, examples: Wienerwald, Wörthersee, Thunersee;

- is an inflectible derivative of a geographical name ending with -isch or -sch,

Examples: Hessisch Lichtenau
Sächsisches Hügelland
Bergisches Land;

- is an inflectible adjective (which is always written with a capital first letter),

Examples: Großer Arber
Kleiner Brocken
Hoher Fläming.

1.3.6 Use of hyphens/punctuation marks

1.3.6.1 A hyphen is used for coupling, completing, explaining and joining purposes; special attention is paid to the spaced hyphen.

1.3.6.2 A hyphen is used when geographical names are composed by parts of objects belonging together (names of amalgamated populated places, of landscapes, canals etc).

Examples: München-Schwabing
Schleswig-Holstein
Elbe-Seitenkanal
Colbitz-Letzlinger Heide.

1.3.6.3 The hyphen is used to couple several names or parts of names to a qualifying element or when the names are complicated compounds.

Examples: Dortmund-Ems-Kanal
Friedrich-Wilhelm-Lübke-Koog
Neunzehn-Kirchen-Berg.

1.3.6.4 If the first part of a compound name is abbreviated, these parts are coupled by a hyphen and the second part is written with a capital first letter.

Examples: N.-Friesland for Nordfriesland
Ndr.-Lausitz for Niederlausitz
Gr.-Heide for Großheide.

1.3.6.5 The hyphen is used to indicate distances. Special attention should be paid when a hyphen indicating distances and a hyphen for coupling purposes meet in a geographical name.

Examples: Autobahn Hamburg-Hannover-Braunschweig
Gustav-Freitag-Straße - Heinrich-Mann-Allee.

1.3.6.6 A comma is used when the name of an object shall be separated (applied in particular for registers with cross-references) or when the name is followed by an apposition.

Examples: Graal-Müritz, Ostseebad
Rakow, Kreis Grimmen
Marienfelde, Post Röbel.

1.3.6.7 The oblique stroke separates name forms of equal value but of different languages. It is also used to indicate street corners. The oblique stroke is written like the hyphen without blanks.

Examples: Bautzen/Budyšin
(Ecke) Leipziger Straße/Wilhelmstraße.

1.3.6.8 Round brackets are used for subordinate names. Additional information in brackets may be dropped in cartographic products when no space is left. There are no blanks between the brackets and the name.

Examples: Müncheberger Stadtforst (Müncheberger Heide)
Potsdam (Teltower Vorstadt)
Elbe (Oberlauf).

1.3.6.9 Square brackets are used in general for ancient (obsolete) names which can additionally be used (in square brackets) as long as the new geographical name is not established (e.g. in cartographic products).

Example: Landsberger Allee [Leninallee].

1.3.6.10 Quotation marks are used when a geographical name shall be emphasized.
They are not necessary if the word group concerned contains adjectives with a capital first letter or if it begins with an article or a preposition with a capital first letter.

Examples: Braunkohlenwerk "Elbe" (Vockerode)
Hotel "Stadt Berlin"
but:
Hotel Zum Schwarzen Adler
Gasthaus An der Silbergrube.

1.3.7 Division of syllables

1.3.7.1 Division of syllables is used if needed (for reasons of space, but also to show the extent of a geographical object or the lettering on a map). It is made according to the rules of German orthography.

Examples: Hasen-winkel
Kaiser-stuhl.

1.3.7.2 Divided syllables are written with small letters after the hyphen.
Letter or morpheme compounds which could be misinterpreted should be avoided.

Examples: Peene-kanal not Pee-nekanal
Heroldis-hausen not Herol-dishausen.

1.3.8 Derivatives of geographical names

1.3.8.1 The geographical names are normally derived by -er or -isch (see 1.3.5.1).
These derivatives are always capitalized.
They are not declinable.

Examples: Mecklenburg - Mecklenburger Bucht
München - Münchener Ebene
Niederrhein - Niederrheinisches Tiefland.

1.3.8.2 When geographical names are derived from names of populated places or persons, it must be made sure that the officially prescribed names of populated places or persons are correctly spelled.

Examples: Cunnersdorf - Cunnersdorfer Bach
Thyrow - Thyrower Berg.

1.3.8.3 When physical geographical names are derived from names of populated places with a preceeding adjective like Groß-, Klein-, Alt-, Neu-, it must in every case be written in one word -independent from the original form- and the adjective shall not be changed.

Examples: Alt Schwerin - Altschweriner See
(not Alt-Schweriner See or
Alter Schweriner See)
Groß Dölln - Großdöllner See
(not Groß-Döllner See or
Großer Döllner See).

1.3.9 Abbreviations of names

1.3.9.1 Abbreviations and short forms of names are unavoidable for cartographic products especially for reasons of space. Therefore negligible appendices of names and information not necessary to differenciate objects having the same name can be dropped.

Examples: Langenkirchen auf Fehmarn - Langenkirchen a. Fehm.
or simply: Langenkirchen
Bad Homburg vor der Höhe - Bad Homburg v.d.H.
Bergen (Rügen) - Bergen.

1.3.9.2 In cartographic products, registers and similar lists the article is dropped in order to get short names. When the article is dropped the adjective is declined correspondingly.

Examples: Harz - not Der Harz
Elbe - not Die Elbe
Höher Fläming - not Der Hohe Fläming.

1.3.9.3 But the article is not dropped if it is, as a proper name, an integral part of the appelative or is connected with a preposition.

Examples: Der Strom
Die Au
In der Aue
In der Silbergrube.

1.3.9.4 Abbreviations shall only be used if they are unequivocal and the legibility of the geographical names is guaranteed. Therefore in particular appellatives, adjectives, articles, and prepositions of geographical names are abbreviated. Real abbreviations are marked with a full stop.

Examples: Ob.-Spreewald for Oberspreewald
Erzgeb. for Erzgebirge.

1.3.9.5 For certain map types, e.g. topographic maps or special thematic maps, abbreviated forms are used which do not correspond to the general orthographic rules but describe unequivocally the object concerned in connection with the cartographic representation. In these cases the full stop is dropped.

Examples: AD - Autobahndreieck
AT - Aussichtsturm
E - Europastraße
NSG - Naturschutzgebiet

1.3.9.6 The U mark "˘" is limited for cartographic purposes, e.g. in the abbreviation -bŭg for -burg. When using the Latin alphabet this mark does not correspond to the German orthography but is regarded sometimes as a necessary cartographic form for differentiation.

1.3.10 Pronunciation

1.3.10.1 The German geographical names are stressed in general according to the pronunciation rules for the other German words. General rules cannot be derived (cf. Königsdorf, but Königsbrunn). Without stress are among others the endings -a, -e, -el, -eln, -em, -en, -er, -ern, -ing, -ingen, -ow, -um. The ending -in in German geographical names is in most cases stressed with a long i.

1.3.10.2 V is normally spoken like f; but cf. 1.3.10.5.
Y is spoken in certain names like i, in others like ü.

1.3.10.3 Some German geographical names have spellings which do not exist (any longer) in German words except for proper names and foreign words and which have to be considered for pronunciation.

Examples: ae, oe, ue - pronunciated like ä, ö, ü,
Aegidienburg, Oestrich, Uelzen
-ay, -ey - pronunciated like ei,
Bayreuth, Norderney
c - pronunciated like k or z,
Coburg, Celle
rh - pronunciated like r,
Rhein, Rheydt
th - pronunciated like t,
Thüringen, Thurnau.

1.3.10.4 If a German name contains a foreign personal name the foreign pronunciation rules can prevail.

Examples: ch - pronunciated like sch,
Charlottenburg
-ouis - pronunciated like ui,
Saarlouis.

1.3.10.5 Furthermore some German geographical names follow other pronunciation rules in spite of their domestic origin:

Spell.	Pronunc.	Notes	Examples
ae	long a	(in NW Germany)	Kevelaer, Baesweiler,Raesfeld
ch	k	(in S Germany)	Cham, Chiemsee
oe	long o	(in N Germany)	Itzehoe, Soest, Coesfeld
oey	long ö		Bad Oeynhausen
oi	long o		Troisdorf, Grevenbroich
ow	long o	(in NE Germany)	Lüchow
ue	long u		Bernkastel-Kues
üe	ü		Lüerdissen
ui	long ü	(in NW Germany)	Duisburg, Gruiten
v	w	(between vowels; in N Germany)	Leverkusen, Overath (also in: Eltville)

(More information can be found in: DUDEN, Das Aussprachewörterbuch, 2. Auflage, Band 6, Bibliographisches Institut, Mannheim.)

1.4 Languages of minorities

1.4.1 Danish

In the bilingual region at the northern frontier strip of Schleswig-Holstein where Danish has the status of a minority language geographical names may have a Danish written name in addition to the German name. In these cases the spelling of the Danish names follows the "Toponymic Guidelines - Kingdom of Denmark". It has to be taken into consideration that the Danish alphabet has the special letters Æ æ , Ø ø , and Å å. But in

the official cartographic products the geographical names in these regions are shown only in German language.

1.4.2 Sorbian

Within the bilingual regions of the Länder Brandenburg and Sachsen (the landscape Lausitz) where Sorbian has the status of a minority language, the Sorbian geographical names are given in addition to the German names, in particular in large-scale maps and plans and in other administrative and special maps, as far as there is space left.

The German and Sorbian names are normally separated by an oblique stroke side by side or one beneath the other. In special cases the Sorbian name can also be added to the German name by smaller letters and in round brackets.

Examples: Weißwasser/Beła Woda
Oberlausitz (Hornja łužica).

The Sorbian names are reproduced with all special letters and diacritical marks of the Sorbian alphabet.

The Sorbian alphabet (Upper Sorbian) has the following letters:
a, b, c, č, d, dź, e, ě, f, g, h, ch, i, j, k, l, ł, m, n, ń, o, ó, p, r, ř, s, š, t, ć, u, w, y, z, ž.

Furthermore, the Lower Sorbian knows the letters ŕ, š, and ź, but it has no dź, ó, and ł.

2 Institutions prescribing geographical names

2.1 Ständiger Ausschuß für geographische Namen (StAGN - Permanent Committee for Geographical Names) and the Institut für Angewandte Geodäsie (IfAG - Institute for Applied Geodesy)

StAGN has taken over the coordination of all fundamental activities for a standardization of geographicalal names within the Federal Republic of Germany and contributes to the realization of the resolutions of the United Nations Conferences on the Standardization of Geographical Names within the individual state. Its office is at the Institut für Angewandte Geodäsie (IfAG) in Frankfurt am Main. IfAG is a federal authoritiy within the area of responsibility of the Federal Minister of the Interior. StAGN publishes guidelines and concepts for the spelling of geographical names concerning in particular general questions as to the spelling of geographical names, and discusses and harmonizes them within the German linguistic area with Austria and Switzerland. Austrian and Swiss representants are members of StAGN. IfAG supports the standardization of geographical names by the edition and publication of gazetteers and data bases for national and international purposes. Furthermore IfAG is concerned with the official map series at 1 : 200 000 scale and smaller in accordance with the Länder of the Federal Republic of Germany. (See also 2.3, 2nd paragraph.)

Address: Institut für Angewandte Geodäsie
Richard-Strauss-Allee 11
D-W-6000 Frankfurt am Main 70
Telephone (069) 6333-1, Telefax (069) 6333425.

2.2 Statistical offices

The Statistisches Bundesamt (Federal Statistical Office) as well as the statistical offices of the Länder publish in mostly regular intervals "Amtliche Gemeindeverzeichnisse" (Official Communal Gazetteers) showing the spelling of the names of the cities and communes, the number of inhabitants and other information as well as the denominations of the administrative organization of the Länder into

Regierungsbezirke, Kreise, and communes.
In the following are given the addresses of the offices publishing the official communal gazetteers:

Statistisches Bundesamt
Gustav-Stresemann-Ring 11
D-W-6200 Wiesbaden 1

Baden-Württemberg Statistisches Landesamt Baden-Württemberg
Böblinger Straße 68
D-W-7000 Stuttgart 10

Bayern Bayerisches Landesamt für Statistik
und Datenverarbeitung
Neuhauser Straße 51
D-W-8000 München 2

Berlin Statistisches Landesamt Berlin
Fehrbelliner Platz 1
D-W-1000 Berlin 31

Brandenburg Landesamt für Datenverarbeitung und
Statistik Brandenburg
Dortustraße 46
D-O-1561 Potsdam

Bremen	Statistisches Landesamt Bremen An der Weide 14 - 16 D-W-2800 Bremen 1
Hamburg	Statistisches Landesamt Hamburg Steckelhörn 12 D-W-2000 Hamburg 11
Hessen	Hessisches Statistisches Landesamt Rheinstraße 35/37 D-W-6200 Wiesbaden
Mecklenburg-Vorpommern	Statistisches Landesamt Mecklenburg-Vorpommern Lübecker Straße 287 D-O-2762 Schwerin
Niedersachsen	Niedersächsisches Landesamt für Statistik Geibelstraße 61/65 D-W-3000 Hannover 1
Nordrhein-Westfalen	Landesamt für Datenverarbeitung und Statistik Nordrhein-Westfalen Mauerstraße 51 D-W-4000 Düsseldorf 1

Rheinland-Pfalz Statistisches Landesamt Rheinland-Pfalz
Mainzer Straße 15/16
D-W-5427 Bad Ems

Saarland Statistisches Landesamt des Saarlandes
Hardenbergstraße 3
D-W-6600 Saarbrücken

Sachsen Statistisches Landesamt Sachsen
Dr.-Otto-Nuschke-Straße 20
Postfach 109
D-O-8012 Dresden

Sachsen-Anhalt Statistisches Landesamt Sachsen-Anhalt
Ref. Öffentlichkeitsarbeit
Postfach 262 - Block 081
D-O-4090 Halle/Saale

Schleswig-Holstein Statistisches Landesamt Schleswig-Holstein
Fröbelstraße 15-17
D-W-2300 Kiel 1

Thüringen Statistisches Landesamt Thüringen
Leipziger Straße 71
D-O-5010 Erfurt

2.3 Survey administrations

Those geographical names not indicated in the lists mentioned under 2.2, such as parts of communes, populated places, landscapes, mountains, mounts, valleys, rivers, lakes, forests etc. are collected by the survey office competent for the Land. These services publish the official topographic map series in the scales 1 : 10 000 - 1 : 100 000. The spelling of the geographical names shown there can be regarded as the official one as the names are an integral part of official map series. The addresses of the land survey offices as well as of the survey authorities of Berlin, Bremen and Hamburg are given as follows:

Baden-Württemberg

Landesvermessungsamt Baden-Württemberg
Postfach 10 29 62
Büchsenstraße 54
D-W-7000 Stuttgart 1

Bayern

Bayerisches Landesvermessungsamt
Postfach 22 00 04
Alexandrastraße 4
D-W-8000 München 22

Berlin

Senatsverwaltung für Bau- und Wohnungswesen
Abt. V - Vermessungswesen -
Mansfelder Straße 16
D-W-1000 Berlin 31

Brandenburg

Landesvermessungsamt Brandenburg
-Außenstelle Potsdam-
Heinrich-Mann-Allee 103
D-O-1561 Potsdam

Bremen

Kataster- und Vermessungsverwaltung Bremen
Postfach 10 78 47
Wilhelm-Kaisen-Brücke 4
D-W-2800 Bremen 1

Hamburg	Vermessungsamt der Freien und Hansestadt Hamburg Postfach 30 05 80 Wexstraße 7 D-W-2000 Hamburg 36
Hessen	Hessisches Landesvermessungsamt Postfach 32 49 Schaperstraße 16 D-W-6200 Wiesbaden 1
Mecklenburg-Vorpommern	Landesvermessungsamt Mecklenburg-Vorpommern Lübecker Straße 289 D-O-2751 Schwerin
Niedersachsen	Niedersächsisches Landesverwaltungsamt -Landesvermessung- Postfach 107 Warmbüchenkamp 2 D-W-3000 Hannover 1
Nordrhein-Westfalen	Landesvermessungsamt Nordrhein-Westfalen Postfach 20 50 07 Muffendorfer Straße 19-21 D-W-5300 Bonn 2
Rheinland-Pfalz	Landesvermessungsamt Rheinland-Pfalz Postfach 14 28 Ferdinand-Sauerbruch-Straße 15 D--W-5400 Koblenz 1
Saarland	Landesvermessungsamt des Saarlandes Neugrabenweg 2 D-W-6600 Saarbrücken 3
Sachsen	Landesvermessungsamt Sachsen Postfach 3 06 and 5 27 Olbrichtplatz 3 D-O-8060 Dresden

Sachsen-Anhalt — Landesamt für Landesvermessung und Datenverarbeitung
Sachsen-Anhalt
Barbarastraße 2 PF 616
D-O-4020 Halle/Saale

Schleswig-Holstein — Landesvermessungsamt Schleswig-Holstein
Postfach 50 70
Mercatorstraße 1
D-W-2300 Kiel 1

Thüringen — Thüringer Landesvermessungsamt
Schmidtstedter Ufer 7
D-O-5010 Erfurt

2.4 Other services

Other institutions prescribing geographical names for special purposes and publishing them in cartographic products or lists:

- Federal Minister of Transport
  (maps of the networks of federal autobahns and federal waterways)
- Federal Minister of the Interior
  (list of spas)
- German Hydrographic Institute, Hamburg
  (charts at the North and Baltic Seas)
- Federal Administration of Air Navigation Services and Air Navigation Services of the Federal Army, Frankfurt am Main
  (air navigation charts).

3 Sources for the spelling of geographical names

3.1 Topographic maps

The territory of the Federal Republic of Germany is covered by the following official topographic map series:

-Topographic map/topographic city map of the scale 1 : 10 000
(for the new Länder only)
-Topographic map 1 : 25 000 TK 25
-Topographic map 1 : 50 000 TK 50
-Topographic map 1 : 100 000 TK 100

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-General topographic map 1 : 200 000 TÜK 200
-General map 1 : 500 000 ÜK 500
-Federal Republic of Germany 1 : 1 000 000 D 1000

These maps can be purchased from the authorities mentioned under 2.1 and 2.3. (Detailed lists of maps with sheet indexes are available at all services and can be ordered free of charge.)

3.2 Thematic maps

-Federal Republic of Germany 1 : 1 000 000
edition with limits of administrations (provisional edition)
IfAG, Frankfurt am Main, 1991 (see under 2.1)
-Federal Republic of Germany 1 : 1 000 000
Edition landscapes - names and borderlines (provisional edition), IfAG, Frankfurt am Main, 1985 (see under 2.1)

3.3 Gazetteers, lists

-Gazetteer Federal Republic of Germany
IfAG, Frankfurt am Main, 1981 (see under 2.1)
-Amtliches Gemeindeverzeichnis für die Bundesrepublik Deutschland (Official communal list for the Federal Republic of Germany),
1987 edition, Verlag Metzler-Poeschel, Postfach 1152,
D-W-7408 Kusterdingen
-Amtliche Schlüsselnummern und Bevölkerungsdaten der Gemeinden und Verwaltungsbezirke in der Bundesrepublik Deutschland (Official key numbers and data on population of the communities and administration districts in the Federal Republic of Germany), 1990 edition, Verlag Metzler-Poeschel, Postfach 1152, D-W-7408 Kusterdingen
-Gemeindeverzeichnisse der Länder der Bundesrepublik Deutschland (Lists of the communes within the Länder of the Federal Republic of Germany) (for addresses see under 2.2).

4 List of the usual abbreviations in official map series
The following list has been compiled on the basis of the list of abbreviations of the Topographic Map 1 : 25 000 and the Toponymic Guidelines for Map and other Editors -Austria-. More abbreviations can be found in the rules given under 1.3.9

Abbreviation	Bedeutung / equivalent	
	Deutsch/German *)only together with proper names	Englisch/English
a.	am, an, auf	on, upon
A	Alm, Alpe	alpine pasture; alpine cowherd's hut with a stable and drinking trough
AD	Autobahndreieck	autobahn triangle
AK	Autobahnkreuz	autobahn crossing
AS	Anschlußstelle	approach
AT	Aussichtsturm	look-out, (observation) tower
B, ...b	Berg *	mountain, hill
B, ...b (blau)	Bach *	brook; rivulet
Bf, ...bf	Bahnhof	railway station, Am. railroad station
Bge, ...bge	Berge *	mountains, hills
Br, ...br	Brücke *	bridge
Br, ...br (blau)	Brunnen, Brunn(en)stube (offene und geschlossene)	spring, well, fountain
d.	der, die, das	the
ehem	ehemalig *	former
EW	Elektrizitätswerk, Kraftwerk	power station
Fdhf, ...fdhf	Friedhof *	cemetery
Ft	Furt	ford
Gbf	Güterbahnhof	goods station
Geb, ...geb	Gebirge *	mountains, mountain range
Gde	Gemeinde +	commune
Gr, ...gr (blau)	Graben *	ditch
Gr	Groß *	large, great
Grb, ...grb	Grube (Bergwerk) *	mine
H.	Hohe, -r, -s	high
H.	Höhle *	cave, cavern
H, ...h	Hütte	hut, alpine hut, mountain lodge, cabin
Hbf	Hauptbahnhof	main station, central station
Hfn, ...hfn	Hafen	harbour, Am. harbor
Hgl., ...hgl	Hügel *	hill, hillock, knoll
Hint	Hinter- *	back-, hind-
Hot, ...hot	Hotel	hotel
Hp	Haltepunkt	railway stop, Am. railroad stop

/...

Abbreviation	Bedeutung / equivalent	
	Deutsch/ German	Englisch/English
Hst	Haltestelle	railway stop, Am. railroad stop
Hs, ...hs	Haus	house, building
i.	im, in	in
J, ...j	Joch *	mountain pass
JH	Jugendherberge	youth hostel
K, ...k	Kopf *	mountain top
K, ...k	Kirche *	church
Kan, ...kN	Kanal *	canal
KD	Kulturdenkmal	cultural monument
Kl	Klein *	small, little
Kläranl	Kläranlage	purification plant
Klbf	Kleinbahnhof	minor railway/railroad station
Kol	Kolonie *	group or row of homesteads
Kp, ...kp	Kapelle *	chapel
Kr, ...kr	Kreuz *	cross
Kr, ...kr	Kreis	district, administrative unit higher than commune
Kreisfr, Krfr	Kreisfrei *	free of district
Krhs	Krankenhaus	hospital
Kurhs	Kurhaus	kurhaus
Landkr	Landkreis	(rural) district, administrative unit higher than commune
M, ...m	Mühle *	mill
Mittl	Mittel *	middle
Mttr	Mitter *	middle
ND	Naturdenkmal	natural monument
Ndr	Nieder *	low, lower, nether-
Nördl	Nördliche, -r, -s *	northern, northerly
Ob.	Ober, -er, -e, -es *	upper, superior
Östl	Östliche, -r, -s *	eastern, easterly
P., -p.	Paß, -paß *	mountain pass
PF	Personenfähre	passenger ferry
Pl, ...pl	Platz	place
PW	Pumpwerk	pump-work
Qu, ...qu	Quelle	spring, well, source
R	Ruine	ruin
Rbf	Rangierbahnhof	marshalling yard
RegBez	Regierungsbezirk	administrative district between "land" and "(Land)kreis"
RettSt	Rettungsstation	first-aid station
Rhs	Rasthaus	road house
röm	römisch *	Roman
Rst	Raststätte	road house
S, ...s (blau)	See *	lake
Siedlg, ...siedlg	Siedlung *	settlement
Schießst	Schießstand	shooting-stand
Schl, ..schl	Schloß *	castle; manor house
Schn, ...schn	Schneise *	(forest-)aisle

/...

Abbreviation	Bedeutung / equivalent	
	Deutsch/ German	Englisch/English
Scht, ...scht	Schacht *	shaft, pit
Sp, ...sp	Spitz, Spitze *	point, peak, top, summit
St	Sankt *	Saint
St, ..st	Stein *	stone, rock
Stadtkr	Stadtkreis *	urban district
Str, ...str	Straße *	street, road
StOÜbPl	Standortübungsplatz	garnison training area
Südl	Südliche, -r, -s *	southern, southerly
T, ...t	Turm *	tower
T, ..t (blau)	Teich *	pond
Talsp.	Talsperre	barrage, dam
TrÜbPl	Truppenübungsplatz	training area
Unt	Unter, -er, -e, -es	under, low, lower, inferior
UW	Umspannwerk	transformer station
(verf)	verfallen	dilapidated
Vord	Vorder, -er, -e, -es	fore
Wbh	Wasserbehälter	Reservoir, tank, cistern
Westl	Westliche, -r, -s	western, westerly
Whr, ...whr	Weiher	(fish)pond
Wf	Wasserfall	waterfall
WF	Wagenfähre	car ferry
WT	Wasserturm	water-tower
WW	Wasserwerk	waterworks
ZA	Zollamt	custom office
Zgl	Ziegelei	brickworks

ABBREVIATED ENDINGS OF NAMES OF COMMUNES

Often occurring endings of names of communes can be abbreviated in exceptional cases.

...bg	...berg
...dgn	...dingen
...dfn	...dorfen
...fde	...felde
...flkn	...flecken
...hfn	...hafen
...hsn	...hausen
...hvn	...haven
...hm	...heim
...ign	...ingen
...kchn	...kirchen
...lbn	...leben
...lgn	...lingen
...mkt	...markt
...rte	...reute
...rth	...reuth
...sgn	...singen
...sttn	...stetten
...wde	...walde
...wgn	...wegen
...wlr	...weiler
...wdn	...winden

5 Glossary of geographical appellatives, adjectives, and other words for cartographic purposes

The following list shall be helpful to foreign users to read and evaluate the German cartographic products. The list shows only the often occurring parts of geographical names.

Deutsch/German	Bedeutung in Englisch/ equivalent in English
Ach(e)	running water
Alp(e)	alpine pasture; alpine cowherd's hut with stable and drinking trough
alt	old
an	on
Au	forests and meadows of the flood plain, island; peninsula
auf	on, upon
Autobahn	autobahn; motorway; dual highway
Autobahn-Anschlußstelle	autobahn approach; autobahn exit
Autobahn-Dreieck	autobahn triangle
Autobahn-Kreuz	autobahn crossing
Bach	brook; rivulet
Bad,	spa
Bahn	railway, Am. railroad
Bahnhof	railway station, Am. railroad station
Berg	mountain, hill
Bergland	mountainous (hilly) country; highland region
Born	fountain
breit	large, wide, spacious
Bruch	zarsh, bog, feh
Brücke	bridge
Brunn(en)	spring, well, fountain
Bucht	inlet, bay, bight
Burg	castle
Damm	dam
Deich	dike, embankment
Denkmal	monument
Dorf	village
Düne	dune
Eck	mountain or hill crest; mountain with sharp ridges; peninsula
Fähre	ferry
Feld	field
Fels(en)	cliff, rock
Flughafen	airport, aerodrome
Fluß	river, stream
Furt	ford

Deutsch/German	Bedeutung in Englisch/ equivalent in English
Gau	region
Garten	garden
Gebirge	mountains, mountain range
Geest	geest
Gemeinde	commune
Gemeindeteil	section
Gewässer	expanse or piece of water
Gletscher	glacier
Gipfel	peak, top
Grat	ridge, crest
groß	great, large, bog
Grund	valley floor; lot of ground
Hafen	harbour, Am. harbor
Halbinsel	peninsula
Hallig	low-lying islet, submerged in high tides
Haus(en)	house, building
Heide	heath; wood
Heim	home
hinter	behind
hoch	high, elevated
Hof (...hofen)	homestead; farm
hohe	high
Höhe	height, hill, mountain
Horn	mountain peak; promontory
Holz	wood; grove; forest
Hügel	hill, hillock, knoll
Hügelland	hill-country
Hütte	hut, alpine hut, mountain lodge, cabin
Insel	island
jung	young
kalt	cold
Kanal	canal
Kapelle	chapel
Kirche	church
klein	small
Klettersteig (Pfad, Weg)	foot path, mountain path climbing path
Kloster	monastery
Koog	piece of land, provided with dikes
Kreuz	cross
Kuppe	rounded hill, rounded mountain top
Land	land
Landeplatz	landing place, airfield
Leuchtturn	lighthouse
Maar	eruptive depression, often filled with water
Markt	inhabited place or commune with market right
Marsch(land)	marshy land
Meer	sea; lake

Deutsch/German	Bedeutung in Englisch/ equivalent in English
mittel	middel, central
Moor, Moos	marsh
Mühle	mill
neu	new
nieder	low, lower
ober	upper
Ortschaft	populated place
Ortsteil	part of populated place
Paß	mountain pass
Ried	swampland
Ruine	ruin
Sand	sand
Sandbank	sand-bank
Sankt	Saint
Sendeturm	radio tower
Schloß	castle; manor-house
Schnee	snow
schön	beautiful
schwarz	black
See	lake
Spitz(e)	point, peak, top, summit
Stadt	city, town
Stadtteil	part of city or town
Stausee	reservoir, dam
Stein	stone, rock
Strand	beach, shore
Straße	street, road
Strom	stream, large river
Sumpf	marsh, swamp, bog
Tal	valley
Teich	pond, small lake
Tunnel	tunnel
Turm	tower
über	over, above
unter	under, below
vorder	front, fore, anterior
warm	warm
Wasser	expanse or piece of water
Watt	low bench which is under water at high tide
Weg	way, path, road
Weiher	(fisch)pond
Weil(er)	hamlet
Wein	wine
weiß	white
Wiese	meadow
Wohnplatz	populated place

6 Administrative structure

6.1 Administration (as of March 1992)

The Federal Republic of Germany is divided into 16 Länder (federal states) (see annex 1). The Länder Baden-Württemberg, Bayern, Hessen, Niedersachsen, Nordrhein-Westfalen, and Sachsen are subdivided into Regierungsbezirke (District of Regional Commissioner). The Länder Berlin, Bremen, Hamburg, Saarland, and Schleswig-Holstein do not have Regierungsbezirke. The Länder Brandenburg, Mecklenburg-Vorpommern, Sachsen-Anhalt and Thüringen have not yet made any decision whether or not forming Regierungsbezirke. The Länder and the Regierungsbezirke are subdivided into Kreise (counties) (Landkreise and Stadtkreise). Attributed to the Kreise are the communes.

6.2 The Länder of the Federal Republic of Germany and their capitals

Land	Capital
Baden-Württemberg	Stuttgart
Bayern	München
Berlin	Berlin, also capital of Germany
Brandenburg	Potsdam
Bremen	Bremen
Hamburg	Hamburg
Hessen	Wiesbaden
Mecklenburg-Vorpommern	Schwerin
Niedersachsen	Hannover
Nordrhein-Westfalen	Düsseldorf
Rheinland-Pfalz	Mainz
Saarland	Saarbrücken
Sachsen	Dresden
Sachsen-Anhalt	Magdeburg
Schleswig-Holstein	Kiel
Thüringen	Erfurt

Additional information

-The administrative structure (names of the administrative units, capitals, locations of administrations, borders) including the Kreise can be found on the map Federal Republic of Germany 1 : 1 000 000 - edition with administrative limits - mentioned in 3.2.

-Detailed maps of the administrative structure of the Länder including the communes are available with the survey administrations cited under 2.3.

-Information on actual changes as to the administrative structure of the Länder are also available at the statistical offices given under 2.2.

-The administrative structure of Berlin, capital of the Federal Republic of Germany, (23 Stadtbezirke) (districts) as of 1991 can be found in annex 2.

Annex - 1 -

Map showing the administrative structure of the Federal Republic of Germany

REGIERUNGSBEZIRK	LAND		
1 Braunschweig	Niedersachsen	16 Karlsruhe	Baden-Württemberg
2 Hannover		17 Stuttgart	
3 Luneburg		18 Freiburg	
4 Weser-Ems		19 Tubingen	
5 Düsseldorf	Nordrhein-Westfalen	20 Oberbayern	Bayern
6 Koln		21 Niederbayern	
7 Munster		22 Oberpfalz	
8 Detmold		23 Oberfranken	
9 Arnsberg		24 Mittelfranken	
		25 Unterfranken	
10 Darmstadt	Hessen	26 Schwaben	
11 Kassel			
12 Gießen		27 Leipzig	Sachsen
		28 Chemnitz	
13 Koblenz	Rheinland-Pfalz	29 Dresden	
14 Trier			
15 Rheinhessen-Pfalz			

/...

Annex - 2 -

FEDERAL REPUBLIC OF GERMANY - Berlin
Administrative Structure